

## **LIBRARY COURIER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Library Courier exists is to pick up and deliver library materials between Scottsdale Public Libraries and other jurisdictions in the Community Services Department. This is not a supervisory classification. Work is performed under minimal supervision by a Library Manager.

### **ESSENTIAL FUNCTIONS**

Sort, package, label, and seal library materials. Lift and carry heavy library materials between building and motor vehicle.

Drive a motor vehicle to transport and deliver library materials between Scottsdale Public Libraries and other jurisdictions.

Make special deliveries or pickup as directed. Pick up materials from donors.

Empty book drops with by using a book bin to transport books inside building.

Follow directions, reads maps and performs work under time schedule.

Set up tables and chairs for programs and meetings. Move furniture and equipment weighing up to 75 pounds. Make minor repairs to library equipment.

Perform circulation duties at circulation service desks. Issue library cards by inputting information into computer and explain policies and procedures; process and discharge library materials use bar code readers, slide library materials across a de-sensitizer and operate a computer, tear off receipt, etc. Collect fines, operate cash register, make change.

Act as a team player, supporting City and Library goals by listening and communicating effectively with other staff members and patrons.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Geography of the community.

Traffic laws, ordinance and rules involved in operating a vehicle.

Ability to:

Learn city and departmental policies and procedures.

Maintain courteous and respectful working relationships city staff and customers.

Lift and carry crates filled with books or move library furniture weighing up to 75 pounds with assistance from furniture dollies and book carts.

Operate and maintain the equipment used in the library requiring visual and muscular dexterity.

Safely operate a motor vehicle.

Comprehend and make inferences from written material and verbal and/or written instructions.

Operate a variety of standard office equipment including a computer terminal, copy and facsimile machines, and telephone.

Operate library check out equipment for extended periods of time.

Communicate effectively (verbally and in writing) and establish and maintain effective relationships with other employees and the general public.

Follow a time work delivery schedule.  
Maintain consistent regular attendance and punctuality.  
Bends and stoops repeatedly.  
Lifts and carries heavy materials.

**Education & Experience**

Graduation from high school or GED required. Any combination of training and experience demonstrating the ability to perform the required tasks.

Requires some experience driving and a valid Arizona Driver's license with no major driving citations in the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified